



## Meeting Notification

Date:

Dear,

This is to confirm that a meeting for \_\_\_\_\_ has been scheduled for  
(child's name)  
\_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_  
(date) (time) (location)

The purpose of this meeting is to:

- |  |  |
|--|--|
| <input type="checkbox"/> Discuss referral to First Steps | <input type="checkbox"/> Eligibility Determination Meeting |
| <input type="checkbox"/> Develop Initial IFSP*           | <input type="checkbox"/> Review/revise IFSP Meeting*       |
| <input type="checkbox"/> Annual IFSP Meeting*            | <input type="checkbox"/> Transition Meeting*               |
| <input type="checkbox"/> Other:                          |  |

The following individuals have been invited to attend this meeting: (individuals are listed by name with discipline)

We hope that you will share your observations, questions, concerns and priorities for your child and family during the meeting. You may also invite any additional individuals whom you would like to participate. If this time is not convenient or you need to reschedule for any reason, please call me at \_\_\_\_\_ or write me at \_\_\_\_\_  
(phone number) (address)

Sincerely,

\* Required by state regulations to provide written notification prior to the meeting.

March 03